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20 January 1954

Chief, Real Estate and Construction Division

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Trip Reports

1. Enclosed herewith are reports on visit to subject activities by a representative from this Division. The following recommendations are made in the subject reports:


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(2) Study should be made on acquiring safehouses in the future; [REDACTED]

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(3) A Real Estate Section be established under the Procurement Branch, [] and assistance be rendered by the existing Purchase and Supply Sections of the Procurement Branch in the acquisition, management, and disposal of real property. The future staff of the Real Estate Section consists of []

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(4) A Realty Officer from Real Estate and Construction Division/LO be placed on temporary duty [redacted] for a maximum period of six months.

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b. Action on above recommendations:

(1) Action taken on Items 1, 2, and 3 will be followed-up by Real Estate and Construction Division through [redacted]

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(2) Upon approval of Item 4 by Chief of Logistics, DD/P, and DD/A, Real Estate and Construction Division is prepared to place Realty Officer, on TDY

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c. []

(1) Individuals leasing property [] should execute agreements establishing the Agency's interest and the individual's responsibility for protection of the property and agreement to transfer, convey or assign as directed. 25X1

d. Action taken on the above recommendations will be followed-up immediately by Real Estate and Construction Division through [] 25X1
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e. []

(1) The Services Officer's staff be increased by at least one individual to assist in the acquisition, management, and disposal of real property.

(2) Safehouses leased [] 25X1
[]

(3) Study be made on the furnishing of quarters provided under [] 25X1

f. Action taken on the above recommendations will be followed-up immediately by Real Estate and Construction Division through [] 25X1
[] Relative to Item 3, final action thereon will be referred to C&A Staff and Procurement Division. 25X1

g. [] 25X1
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(1) Project be prepared on safehouse requirements for [] and submitted to Headquarters for review and approval.

(2) Approval be granted for proposal to purchase furniture and furnishings for Agency quarters [] 25X1

h. Action on above recommendations:

(1) Action taken on Item 1 will be followed-up immediately by Real Estate and Construction Division through S&A Div/EMP.

(2) Item 2 is being referred to Procurement Division for final action.

i. General

(1) Overseas activities should pay more attention to real estate matters in the future than given in the past.

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25X1 j. Action on the above recommendation will be a continuous follow-up by the Real Estate and Construction Division through the foreign area divisions and field trips. Upon issuance of the [] regulations, more attention will be focused to real estate matters.

25X1 2. In addition to the above specific recommendations, the following changes or amendments to existing and proposed real estate regulations are deemed necessary as a result of the trip:

25X1 a. Paragraph 4, [] be changed to require monthly memorandum reports on subsequent transactions in lieu of individual reports within ten days after completion. Further, copies of leases, deeds, or other acquisitions, when readily available, should be attached to the report forms.

25X1 b. Clarify [] to reflect the concept of providing Government quarters in lieu of quarters allowances.

c. Eliminate the procedure of requiring each assignment of real property from other Government agencies to be in writing as contained in the proposed []

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25X1 d. Allow discretion to the Chiefs of Station in disposing of assigned properties without prior approval from Headquarters in lieu of the limitations contained in the proposed []

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3. Action on the above amendments or changes:

Paragraph a. above -- will be prepared and ready for submission to the Regulation Control Staff/DDA by 1 February 1954.

Paragraph b. above -- previously prepared and submitted to the Regulation Staff/LO, however, certain minor changes are contemplated and will be effective immediately.

Paragraphs c. and d. above -- presently being effected in collaboration with the Regulation Control Staff/DDA.

Enclosures

RE/PT/ja (20 Jan. 1954)

25X1 [] Trip Reports Distribution:

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